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Executive

5 July 1949

Budget Officer

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Recommendation for change in distributing salary checks

1. A brief analysis has been made of the recommendations set forth in the Acting Management Officer's memorandum of 27 June regarding the discontinuance of requiring signatures of employees on check lists which are given to designated Payment Clerks with the accompanying checks on each pay day.

2. Without going into details concerning the advantages and disadvantages of the present system, we are of the opinion that there are, particularly in this Agency, certain desirable features of the present system and would suggest that before a final decision is made, a survey be conducted whereby Fiscal Branch employees and Administrative Officers, as well as the Payment Clerks of the various operating units, be contacted in order that all advantages of the system may be analysed. A check with a few of the Administrative Officers and Payment Clerks indicates that they desire to continue a system whereby an adequate control can be exercised and would, from the standpoint of their administrative responsibility, need to exercise some similar control even though the present procedure were discontinued by the Fiscal Branch.

3. A further study should be given to some of the items presented in the Acting Management Officer's memorandum of 27 June since a complete coverage of the matter has not been set forth.

E. R. SAUNDERS

cc: Fiscal Br. ✓
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